

DEPARTMENT OF THE ARMY

HEADQUARTERS UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND 102 MCNAIR DRIVE FORT MONROE, VIRGINIA 23651-1047

REPLY TO ATTENTION OF

ATCS-XS

9 January 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: TRADOC Policy Letter 1, TRADOC Policy Letters and Delegations of Authority

- 1. This policy letter supersedes memorandum ATCS-XS, subject as above, 5 Dec 05.
- 2. TRADOC policy letters.
- a. TRADOC policy letters apply to all subordinate activities, schools, and headquarters staff offices. Policy letters:
- (1) Provide policy concerning special interest areas when required by HQDA (such as equal opportunity and prevention of sexual harassment).
- (2) Communicate the highest level of command interest in areas that may or may not be covered in Army publications.
- (3) Provide an interim forum for publishing policy until it is included in the appropriate TRADOC publication. Once the policy is published within a TRADOC publication, the policy letter is rescinded.
- b. The Office of the Secretary of the General Staff, Staff Actions Division, will assign a number to approved policy letters. A complete file of all approved policy letters will be maintained on the TRADOC homepage at http://www.tradoc.army.mil/cofs/policyletters.htm
- c. Policy letters will remain in effect for 2 years from the published date. At the end of the 2 years, proponents will review their policy letters to ensure they are still valid and resubmit for my approval.

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- 3. Delegations of authority designate authority commensurate with responsibility, and reduce paperwork at higher levels for matters that can be decided at lower levels.
- a. Delegation of authority memorandums should cite the Army regulation paragraph(s), as appropriate.
- b. All approved delegations of authority will remain in effect until a change in the authorizing officials.
- 4. Enclosed is a listing of command policy letters (Encl 1) and delegations of authority (Encl 2) currently in effect at TRADOC.
- 5. Point of contact is Mrs. Caroline Whiteed, DSN 680-4116/(757) 788-4116 or caroline.whiteed@us.army.mil.

2 Encls

WILLIAM S. WALLACE General, U.S. Army Commanding

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Deputy Chiefs of General and Chiefs of Special Staff Offices, HO TRADOC

TRADOC Command Policy Letters

Number	Subject	Proponent	Date
1	TRADOC Policy Letters and	SGS	9 Jan 05
	Delegations of Authority		
2	Commander's Open Door Policy	SJA	5 Dec 05
3	TRADOC Ethics Program	SJA	5 Dec 05
4	TRADOC Suicide Prevention Policy	DCSPIL	5 Dec 05
5	Reasonable Accommodation Policy	EEO	5 Dec 05
6	Equal Employment Opportunity	EEO	5 Dec 05
7	Prevention of Sexual Harassment	EEO	5 Dec 05
8	Sexual Assault Prevention and	DCSPIL	5 Dec 05
	Response		
9	Equal Opportunity Policy	DCSPIL	22 Dec 05
10	Consideration of Others (CO2)	DCSPIL	22 Dec 05
	Program Policy		
11	Equal Opportunity Complaint	DCSPIL	22 Dec 05
. –	Process		
12	Guidance and Restrictions on	DCSOPS&T	4 Jan 06
	TRADOC-Funded Conferences		
			
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TRADOC Delegation of Authority

		Effective
Subject	Proponent	Date
Delegation of Article 15 Authority	SJA	7 Nov 05
Delegation of Approval Authority for		
Fort Benning Parachute Demonstration	PAO	16 Nov 05
Team Performances		
Delegation of Authority to Approve		
Attendance of Military and Civilian	SJA	16 Nov 05
Personnel at Private Organization		
Meetings		
Delegation of Authority for	DCSOPS&T	28 Nov 05
Aviation-Related Waivers		
AR 385-40, Accident Reporting and	SAFETY	10 Dec 05
Records - Delegation of Authority		
Delegation of Authority, Military		
Training with Foreign Military	USAAC	22 Dec 05
Personnel		14
Delegation of Authority	DCSRM	4 Jan 06
[administrative control of funds]		
Delegation of Authority	DCSRM	4 Jan 06
[to certify annual financial report]		